

## Application for an exemption to replace a course

Use this form if you have acquired qualifications in your previous studies that are similar to one or more courses on your programme. If we grant you the exemption, you must do a course or project instead of the replaced course.

Applicant	
Name	
Date of birth	
ITU email	
Name of ITU Study Programme	

Write in the table below the name of the course(s) that you have completed, as well as the name of the ITU course that you would like them to replace.

Course completed previously	ECTS	ITU Course to be replaced	ECTS

Enclose the following documentation:

- An official and signed copy of your grade transcript from the other educational institution
- A description of the course(s). This will usually be in the form of an excerpt from the course base or catalogue. We are interested in the contents of the course, the reading list and in particular the learning outcome of the course.
- A short written application. Attach your written application in a separate document.

You can enclose documentation as attachments or as links (fx to a university's course catalogue). Make sure that links are stable. You do not need to send us ITU-Diplomas or course descriptions for ITU-courses, as we already have those. We need documentation from other educational institutions.

**We will only handle your application if all documentation as well as a written application is enclosed.**

Please email your application with attachments to [sap@itu.dk](mailto:sap@itu.dk) and write your Study Programme (e.g. DDK) and "Application for an exemption to replace a course". We reply to your ITU-mail.

We take up to four weeks to process your application. The month of July is excluded due to summer holidays.